



TCB USER'S MANUAL

Introduction

This is the Curtis-Straus Certification Department user's manual for applicants filing FCC applications with Curtis-Straus. It is intended to complement a thorough knowledge of the FCC rules. It is intended to inform the user as to the mechanics of applying for an FCC grant of certification from Curtis-Straus. Where this manual is in conflict with the FCC rules, Title 47 CFR takes precedence.

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Three Day Processing Turnaround Guarantee

Curtis-Straus LLC guarantees to process your application for equipment authorization within three business days* of receipt. If your application is found to be adequate, a grant of equipment authorization will be issued by Curtis-Straus acting as a Telecom Certification Body (TCB) under authorization from the Federal Communications Commission (FCC). If the application is deficient, Curtis-Straus will issue a list of application deficiencies. Further responses to address deficiencies are also guaranteed a response within three business days. If Curtis-Straus is unable to meet its guarantee, the certification service for that application will be provided without charge. No other guarantee is expressed or implied.

* Business days are defined as weekdays, but excluding the following days: Christmas day to New Years day, Memorial day, Independence day, Labor day, Thanksgiving and day after Thanksgiving. This guarantee does not apply if the application includes a SAR evaluation.

What is the TCB program?

The FCC authorized Curtis-Straus to issue FCC Grants pursuant to Part 2.960 of 47 CFR starting on June 5, 2000. Curtis-Straus operates under the requirements of CFR 47 Part 2.962. Please consult these FCC rule sections for a more detailed description of the program requirements.

Prior to the TCB program, equipment manufacturers were required to apply directly to the FCC for equipment grants of authorization for equipment types subject to Certification (and prior to 1999, Type Acceptance). Processing time at the FCC has historically has been longer than 6 weeks. In 2000, the FCC privatized the process of application review in order to bring private sector resources to bear on the problem of application review delay.

Manufacturers of many device types will now find that they can obtain their grants from entities such as Curtis-Straus. These entities have been accredited as Product Certifiers by the American National Standards Institute (ANSI) and designated by the FCC. Manufactures who use these private sector Certifiers can expect to have a rigorous technical review of their application performed in a timely manner. Participation in the TCB program in no way relieves an applicant of the responsibility of compliance with the FCC rules.

Product certifiers operating under the program are required to perform product surveillance audits of certified equipment just like the FCC surveillance of units in the marketplace.

Note that the choice of test facility is up to the applicant. The Curtis-Straus Certification Department operates independently of the Curtis-Straus Testing Laboratory. Applicants requesting equipment authorizations from the Certification Department are encouraged to use whatever test facility is most convenient for them. The Curtis-Straus Certification Department staff treat applications assembled by the Curtis-Straus Testing Laboratory in exactly the same way that applications from other testing facilities are treated. Please read the section on test facility selection for further information.

Who can use the program?

Manufacturers of Radio Frequency (RF) devices or Telecom Terminal Devices which require a Certification¹ from the FCC prior to marketing of their device in the United States can use the program to obtain the required grant faster than from the traditional process. Agents and laboratories which assemble Certification applications for manufacturers can submit those applications for processing to Curtis-Straus rather than the FCC.

¹ See 47 CFR Part 2.803 Marketing of radio frequency devices prior to equipment authorization.

An applicant or his agent must approach the FCC directly for certain services. A TCB cannot:

1. Grant a waiver of the rules.
2. Issue a grantee code.
3. Take enforcement actions.
4. Authorize a transfer of control of a grantee.
5. Revoke a grant after 30 days.

What devices are eligible?

The FCC allows almost all devices to be authorized under the TCB program. Currently written procedures do not exist for some of the test methods used to evaluate certain devices. Until such time as these procedures are written and accepted by the FCC, these devices are not eligible for the TCB program and applications for approval of these devices must be sent to the FCC. If you are unsure if your device qualifies for the expedited processing under the TCB program, contact Curtis-Straus for information. Appendix A contains the TCB Exclusion List. Some TCB's may have a more restrictive list.

Contacting the Curtis-Straus Certification Department

Contact: Barry C. Quinlan, Certification Manager

Email: Certification@curtis-straus.com

Phone: 978-486-8880

Fax: 978-486-8600

Mail: Attention: Certification Manager

Curtis-Straus LLC

527 Great Road

Littleton, MA 01460

USA

Choice of Test Facility

Applicants are encouraged to choose the testing facility, which is convenient for them. Applicants are responsible for ensuring the accuracy and relevance of the test data. The Curtis-Straus Certification Department will review the data submitted in order to make a determination of sample compliance. If, in the opinion of the Certification department, the test data does not document sample compliance additional test data will be requested. If the test data presented remains questionable, then a sample of the product may be requested for review by the Curtis-Straus Certification department staff.

Test facilities that have been accredited to ISO/IEC 17025 or equivalent by a national accrediting body (in the United States A2LA or NVLAP) and which have relevant testing methods in their scope of accreditation are presumed by Curtis-Straus to be competent to make measurements. Test facilities without accreditation are likely to be subject to sample audit until such time as Curtis-Straus has established a history of acceptable measurement correlation.

For Certification of devices under 47 CFR Part 15 or Part 18, the test facility description must be on file with the FCC as specified in 47 CFR 2.948. Each test facility listed with the FCC should be able to produce a letter from the FCC acknowledging the receipt of the description of the test facility.

For Certification of devices under 47 CFR Part 68 submit **either** an accreditation certificate indicating Part 68 in the scope **or** a complete description of the test procedures, test equipment schematics, make and model of each piece of test equipment **or** a letter from the FCC acknowledging that this information is acceptable and on file with the FCC. See 47 CFR Part 68.200 (d).

Media requirements and method of delivery

All applications for shall be submitted in electronic format or additional fees will be charged for processing.

Computer file types

Files submitted in Adobe PDF format are preferred. Files in MS-WORD, .jpg, MS-Excel, or ASCII text are also accepted. Other file types are not accepted.

Media

Files can be sent to Curtis-Straus on CD-ROM. Use of tracked systems such as Federal Express or UPS is encouraged as these systems allow for the location of packages to be monitored. Email delivery to certification@curtis-straus.com is also acceptable, but due to the unreliability of email, particularly with large files, independent means such as facsimile confirmation should be employed to confirm that Curtis-Straus has received the application.

Electronic upload

Applications can be uploaded via the TCB Center at the Curtis-Straus [website](#). To obtain a user name and password please email certification@curtis-straus.com or request one through the web site. See Appendix D for detailed instructions on using the TCB Upload web site.

Application delivery address

Attention: Katie Feeney

Curtis-Straus LLC

527 Great Road

Littleton, MA 01460

USA

Telephone: 978-486-8880

Fee Schedule

Method of payment

Payment of fees may be made by credit card (Visa or MasterCard), check, bank draft, money order, or wire transfer. Payment by credit card shall specify the card type, name on the card, account number of the card, and the expiration date. If paying by check your remittance must be denominated in U. S. dollars drawn on a U. S. financial institution and made payable to Curtis-Straus LLC. No checks will be accepted for processing if older than six (6) months. All fees are non-refundable once Curtis-Straus accepts the application for processing. Our fees are per transmitter, not per device or FCC ID.

For applications files through the TCB program, the FCC does not collect additional application fees.

Certification Department Fee Schedule

TCB

Type of application	Fee (US\$)
All Part 15B unintentional radiators and receivers excluding TV interface devices	\$400.00
Part 18 devices	\$500.00
TV interface devices and cordless telephones	\$700.00
Single band unlicensed Part 15C transmitters	\$500.00
Dual band unlicensed Part 15C transmitters	\$700.00
Unlicensed Part 15E transmitters	\$500.00
Composite Part 15C and Part 15E	\$700.00
Fixed and Mobile Licensed transmitters	\$900.00
Single-mode/band portable licensed transmitters	\$600.00
Dual-mode/band portable licensed transmitters	\$600.00
Tri-mode/band portable licensed transmitters	\$900.00
SAR evaluation	+ \$500.00
Combined licensed and unlicensed transmitter	+ \$300.00
Co-located transmitters	+ \$150.00
Modular approval	+ \$150.00
Modification filing (Class II permissive change)	50% of full fee
Change of identification filing	\$250.00
Confidentiality	No fee
Telecom devices (Part 68) for original or modification applications with ACTA filing ¹	\$675.00
Telecom devices (Part 68) for notice or re-certification applications with ACTA filing ¹	\$475.00
Responsible Party Code (RPC) application for Part 68 ¹	\$375.00

¹ Includes \$275 ACTA filing fee.

Fees for Canadian Radio Equipment Certification

Same as FCC fee schedule.

If FCC and IC application of same product submitted in the same time or within a month either of IC or FCC portion will receive 50% off fee.

Fees for Canadian Certification via Industry Canada (Telecom)

Single-line equipment (500 labels)	\$200
Multi-line equipment (500 labels)	\$350

The above fees include all Industry Canada fees plus 1 hour of processing time by the Certification dept. The fees do not cover the application preparation time.

NRTL

Listing	\$1500.00
Initial facility inspection	\$1200.00 plus expenses
Follow-up inspection (per listing)	\$600.00 plus expenses
Use of Curtis-Straus mark	\$500 per 1000 labels

NEBS

Listing (includes plaque)	\$1250.00 for 1 st report set plus \$345.00 for each additional report set
Labels	\$50 per roll (500)

EMC TCF

New TCF review	\$1000
Update to TCF	\$500

Application Format – Transmitters and receivers

Curtis-Straus is required to submit your electronic application files to the FCC after we have completed our review. In order to keep certification costs under control, we require you to submit your application in the format required by the FCC database. The FCC database accepts files of certain categories. An application must consist of at least one file from each category marked with a *. Applications cannot be submitted as a single file, but must be submitted as a collection of files of the various categories. More than one file of each category may be submitted. Applicants are encouraged to limit individual file sizes to 2 megabytes.

Application information shall conform to 47 CFR 2.1033 requirements.

Certification Agreement

Each applicant must have a current revision certification agreement signed and on file with Curtis-Straus. The agreement is contained in Appendix B.

FRN Number

Please provide the applicant's FRN number. The FRN number is assigned by the FCC to each applicant to track the company and its compliance with FCC rules. If the applicant does not have an FRN number, one can be obtained from the FCC web site at the [FCC Commission Registration System website](#).

Cover Letters*

Included in this category are documents explaining the service you are requesting from Curtis-Straus and letters requesting confidentiality of some application elements. Please include in your cover letter the FCC ID of a previously approved similar device, if it exists.

Application Checklists

All applicants are encouraged to fill out application checklists. Typically two checklists are required for each application. One of the two general checklists and a specific checklist based on the device FCC type. These checklists are designed to inform the applicant as to the review elements that are checked as a minimum in application review by the TCB. Used as a tool by the applicant, these checklists should reduce the amount of information requests from the TCB and improve the probability that the equipment grant will be issued immediately upon completion of first review.

731 Form*

The applicant must fill out and submit a completed FCC Form 731. An MS-WORD formatted blank form is available in the TCB center at www.curtis-straus.com.

ID Label/Location Info*

All devices authorized under the above authorization procedures are required to display an identification label/plate showing the FCC Identifier (FCC ID) under which they are authorized. See Sections 2.925 and 2.926 for detailed labeling requirements. Additional labeling requirements may be specified in the FCC Rules (in particular see 15.19) governing the particular class of equipment.

ELEMENTS OF THE FCC ID - The FCC ID consist of two elements, a grantee code and an equipment product code, in the ***exact order*** shown in the example below. See Section 2.926 for additional information.

XXX 123

123 = Equipment product code (EPC) assigned by the applicant. Minimum of **1** character and maximum of **14** characters and may consist ***ONLY of capital letters, Arabic numerals or combination thereof, the hyphen or dash (-)***. Applicant should assign the **least** number of characters that will adequately identify the product.

XXX = Three character grantee code assigned ***permanently*** by the FCC to a specific grantee and is ***valid only for the party listed, and at the address listed in***

The drawing below is an illustration showing the required format for the FCC ID on labels. There is no specific format for displaying information on proposed identification labels. Where FCC ***required*** identification data is included on a label with other information desired by the applicant, or required by other agencies, it is ***recommended*** that the ***FCC ID be circumscribed*** to distinguish it from other numbers on the label. The proposed label or labeling method required to be submitted with applications for equipment authorization, pursuant to Sections 2.963(d)(12), 2.975(a)(4), 2.983(f) and 2.1033(b)(7) , ***must be representative of the production label*** to be placed on the equipment upon grant of an application.



Applicants are cautioned not to ***print*** proposed identification labels in quantity, or to label equipment by ***any method*** (silkscreening, engraving, etc.) ***prior*** to grant of an application for the following reasons:

- An FCC ID listed in an application for equipment authorization that has been denied cannot be used for future filings pursuant to Section 2.926(d)(2);
- devices covered in applications that are dismissed may not be legally sold pursuant to Section 2.803; and
- correction and/or revision of proposed labels submitted with applications is often required.

See Section 2.926(e) for information concerning displaying of the FCC ID on labels of unauthorized equipment.

External Photos*

Good quality (1M pixels or greater) showing the exterior of the product from all sides. These photos cannot be kept confidential.

Internal Photos*

Good quality (1M pixel or greater) showing the inside of the product and BOTH sides of all printed circuit cards. Confidentiality may be requested for internal photos if the user is unable to gain access to the interior of the product.

Test setup photos*

Photos which provide documentation of cable and equipment configuration which produced the worst case radiated and conducted emissions. Front and back photos are required. Typically four individual photos.

Operational Descriptions*

A brief description of the circuit functions of the device along with a statement describing how the device operates. This statement should contain a description of the ground system and antenna, if any, used with the device.

Additional requirements for other than Part 11, 15 and 18 devices

Type or types of emissions. Frequency range of operation. Range of operating power values or specific operating power levels, and description of any means provided for variation of operating power. Maximum power rating as defined in the FCC rule part. The dc voltages applied to and dc currents into the several elements of the final radio frequency amplifying device for normal operation over the power range. For devices employing digital modulation techniques, a detailed description of the modulation system to be used, including the response characteristics (frequency, phase, and amplitude) of any filters provided, and a description of the modulating wavetrain.

Block Diagrams*

A block diagram showing the frequency of all oscillators in the device. The signal path and frequency shall be indicated at each block. The tuning range(s) and intermediate frequency(ies) shall be indicated at each block.

Schematics*

A schematic diagram of the device. Schematics must be formatted as U. S. A size (approx. 21.5cm x 28cm).

Test Report*

A report of the measurements showing compliance with the pertinent FCC technical requirements. This report shall identify the test procedure used (e.g., specify the FCC test procedure, or industry test procedure that was used), the date the measurements were made, the location where the measurements were made, and the device that was tested (model and serial number, if available). The report shall include sample calculations showing how the measurement results were converted for comparison with the technical requirements. The report shall document the accreditation status of the test facility and submit the accreditation certificate and scope of accreditation.

User's manual*

A copy of the user's manual for the device with the location of any required FCC inserts clearly identified by page number reference either in the cover letter or on the first page of this exhibit.

Parts List/ Tune-up info

If applicable to the device.

RF Exposure Info*

A discussion documenting the device compliance with the requirements of 1.1310, 2.1091, and/or 2.1093 as applicable. Devices categorically excluded from routine RF exposure must still file an analysis indicating that they comply with RF exposure limits.

Application Format – Part 68 Customer Premise Equipment

Please refer to the Telecommunications Telephone Terminal Equipment U.S. Network Connections Regulatory Approvals Guide TIA/EIA TSB-129-A available from www.tiaonline.org for a detailed and complete guide to the process. The FCC no longer manages the Part 68 database. This task is now performed by ACTA. You are encouraged to visit the ACTA website www.part68.org for more information. Curtis-Straus or the applicant/agent can do the ACTA filing. Curtis-Straus has the ability to electronically file over the internet.

The applicant must fill out and submit a completed ACTA TTE submission form. An MS-WORD formatted blank form is available at the ACTA website. The applicant must send a signed certification agreement or have one already on file at Curtis-Straus.

Confidentiality requests

In order for any application file to have an opportunity to be treated as confidential by the FCC, a section of the cover letter file must make a specific request for confidentiality in accordance with 47 CFR 0.459. The request must specify the application files which are requested to be confidential. If a portion of a category of application file contains both confidential and non-confidential information, split the file into two files and submit both with one identified as confidential.

All materials, information, verbal conversations, and correspondence to the Curtis-Straus Certification Department is made available by Curtis-Straus to the FCC. The FCC is a federal agency and as such has duties to the public to disclose information made known to it (see 47 CFR Part 0). The FCC has a procedure in 47 CFR 0.459 for requesting that certain items of an application be kept confidential. Curtis-Straus will pass such requests along to the FCC, which will decide when, and if, to honor those requests. At this time it is not determined if US law allows a Freedom of Information Act request to apply to a TCB acting under authority granted by the FCC. Applicants are cautioned to carefully consider the information that they disclose to the Curtis-Straus Certification Department.

Designating an application file as confidential does not mean that the FCC will treat that application file as confidential. After a request is made, the FCC will determine what files it will treat as confidential.

Response time to TCB requests for information

Applicants must respond completely to requests for information about an application within 60 days or the application will be denied without prejudice and returned. The fee is not returnable.

Agents

Curtis-Straus does not require applicants to use the services of other parties to sign and submit applications on their behalf. The selection of agents to perform such function is solely at the discretion of the applicant. Applicants authorizing other parties to sign and submit applications on their behalf remain responsible for the contents of applications and the actions of the agent. Any disagreement between applicants and agents are civil matters that must be resolved between the applicant and the agent.

Curtis-Straus reserves the right to contact applicants directly at any time, whether or not an agent is involved. Where an attorney acts as an agent, the TCB will acknowledge the attorney as required by Section 1.12 of the Rules.

Checklists

Curtis-Straus has developed a number of checklists as an aide in reviewing applications. Applicants are encouraged to evaluate their applications using these checklists in order to improve the likelihood that the application will be found adequate. Applicants can submit completed checklists along with their applications to Curtis-Straus.

Usually two or more checklists will be applicable for any application. There will always be one general application checklist and one specific checklist based on the product classification. Checklists can be obtained by contacting the certification manager.

<u>General Checklists</u>		
Device	Checklist	Comments
Devices covered under Parts 11, 15 and 18.	TCB-1	
Devices covered elsewhere under licensed services.	TCB-5	
Telecom Terminal Devices under Part 68.	TCB-18	
Request for confidentiality	TCB-2	
Modular transmitter checklist	TCB-3	

<u>Device Type Checklists</u>		
Device Type	Checklist	Comments
8CC	TBD	Part 18 Consumer Device
AES	N/A	IMARSAT-C SES
AMP	TCB-17	Amplifier
CAT	N/A	Cable Access Terminal
CES	N/A	INMARSAT-C SES
CRR	TBD	Part 15, Superregenerative receiver
CSR	TCB-16	Part 15, Scanning Receiver
CST	N/A	Part 15, Cable System Terminal Device
CXX	TCB-22	Part 15, Communications receiver for use with licensed TX and CBs
CYY	TCB-22	Part 15, Communications receiver used with Part 15 TX
DCD	TCB-15	Part 15, low power TX below 1.705 MHz.
DSC	TCB-15	Part 15, Security/remote control transmitter
DSR	TCB-15	Part 15, remote control/ security device transceiver

<u>Device Type Checklists</u>		
Device Type	Checklist	Comments
DSS	TCB-23	Part 15, Frequency Hopping Spread Spectrum Transmitter
DTS	TCB-10	Part 15.247 Digital Transmission Systems
DXC	N/A	Part 15, Low power transceiver, RX certified
DXT	TCB-15	Part 15, Low power transceiver, RX verified
DXX	TCB-15 or TCB-12 or TCB-13, as applicable.	Part 15, Low power Communications device transmitter
EAD	TCB-9	Part 11, Emergency alert device
EAV	TCB-15	Part 15, Automatic Vehicle Identification System
EGC	N/A	Part 80, enhanced group call receiver
ETB	TCB-15	Part 15, Cordless Telephone Base Transceiver 46-49Mhz only
ETR	TCB-15	Part 15, Cordless Telephone Remote Transceiver 46-49Mhz only
ETS	TCB-15	Part 15, Cordless Telephone System 46-49 MHz only
FAP	TCB-15	Part 15, Anti-pilferage device
FDS	TCB-15	Part 15, Field Disturbance Sensor
FRB	TCB-14	Part 95, Family Radio Base Station
FRE	TCB-14	Part 95, Family Radio Ear Held Transmitter
FRF	TCB-14	Part 95, Family Radio Face Held Transmitter
FRT	TCB-14	Part 95, Family Radio Body Worn Transmitter
GAT	TCB-15	Part 15, Auditory Assistance Device (transmitter)
GEP	TCB-7	Part 80, 406 MHz EPIRB
GET	N/A	406 MHz ELT
GHF	TCB-7	Part 80, HF Transmitter (GMDSS)
GHH	TCB-7	Part 80, VHF Hand Held Transmitter (GMDSS)
GMF	TCB-7	Part 80, MF Transmitter (GMDSS)
GVH	TCB-7	Part 80, VHF Transmitter (GMDSS)
HID	TCB-22	Part 15, TV Interface Device
JBC	TCB-22	Part 15, Class B Computing Device
JBP	TCB-22	Part 15, Class B Computing Device Peripheral

<u>Device Type Checklists</u>		
Device Type	Checklist	Comments
MRD	TCB-7	Part 80, Marine Radar
MWR	TCB-7	Part 80, Marine Watch Radar
NII	TCB-11	Part 15, Unlicensed National Information Infrastructure TX
PCB	TCB-6	Part 24, Licensed Base Station
PCE	TCB-6	Part 24, Licensed Portable Transmitter held to ear
PCF	TCB-6	Part 24, Licensed Portable Transmitter held to face
PCT	TCB-6	Part 24, Licensed Portable Transmitter held to body
PUB	N/A	Part 15, Unlicensed PCS Base Station
PUE	N/A	Part 15, Unlicensed PCS TX held to ear
PUF	N/A	Part 15, Unlicensed PCS TX held to ear
PUT	N/A	Part 15, Unlicensed PCS TX held to ear
RNV	TCB-7	Part 80, NAVTEX Reciever
SRT	TCB-7	Part 80, Radar Transponder
TBC	TCB-9	Part 73 or 74 Licensed Broadcast Station Transmitter
TBE	TCB-9	Part 73 or 74 Broadcast Transmitter held to ear
TDC	TCB-7	Part 80, DSC Controller
TNB	TCB-5 only	Licensed Non-Broadcast Station Transmitter
TNE	TCB-5 only	Licensed Non-Broadcast Transmitter held to ear
TNF	TCB-5 only	Licensed Non-Broadcast Transmitter held to face
TNT	TCB-5 only	Licensed Non-Broadcast Transmitter held to body
UWB	N/A	Part 15, Ultra Wideband (Carrier-Free, Impulse) Transmitter

Appendix A: TCB Exclusion List

Appendix B: Agreement

Appendix C: Appeals Procedure

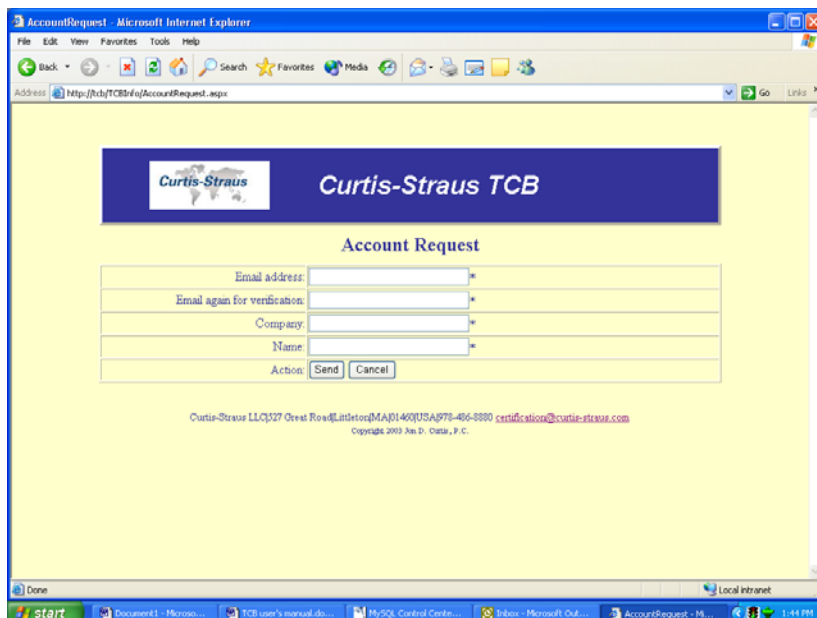
Appendix D: TCB Upload Instructions

Account required

An account with the TCB must be established before access is granted to the upload facility. User name must be your email address. Company name and given name must also be supplied. To request an account, go to the TCB Upload Site in the TCB Center on the Curtis-Straus web site at www.curtis-straus.com.



Fill out the request form and send it in. We will establish your account and email you a confirmation including your password.



Logging On

Once an account is established you may log onto the system and upload applications. Logon by entering your username (email address) and password into the login screen. Once logged in you can choose one of three activities. Upload new application, Add attachments to existing application, or Submit correspondence.

The screenshot shows a web browser window displaying the Curtis-Straus TCB login page. The page has a yellow background and a blue header bar with the Curtis-Straus logo and the text "Curtis-Straus TCB". Below the header, the text "FCC/TCB Equipment Authorization" is displayed. A prompt "Please pick your option:" is followed by three radio button options: "Upload new application", "Add attachments to an existing application", and "Submit correspondence". Below these options is a form with several fields: "Type of Filing" with radio buttons for "Form 731 TX/RX" (selected) and "ACTA/Part 68"; "FCC ID:"; "FCC Registration Number (FRN):"; "Contact email:" with the value "bquinlan@curtis-straus.com"; and an "Action:" section with "Continue", "Clear", and "Logout" buttons. At the bottom of the page, there is a small copyright notice: "Curtis-Straus LLC 327 Great Road, Littleton, MA 01460 USA 978-486-8880 certification@curtis-straus.com Copyright 2003 Jon D. Curtis, P.C."

Uploading a new application

1. Choose the application type: Form 731 for transmitters and receivers, ACTA/Part 68 for telecom wireline interconnect devices.
2. Enter the FCC ID or ACTA identifier as the ID.
3. Enter the applicants FRN number for Form 731 applications. Leave this blank for ACTA/Part 68 applications.
4. Click "Continue".
5. Enter billing information

Curtis-Straus TCB

FCC/TCB Equipment Authorization

Billing Information

☒ VISA ☐ MC ☐ AmEx ☐ Use Info on File

Credit Card Number:

Expiration Date: JAN 2003

Name on Card:

Action:

Curtis-Straus LLC 527 Great Road Littleton MA 01460 USA (978) 486-8880 certification@curtis-straus.com
Copyright 2003 Jim D. Curtis, P.E.

6. Click "Continue".
7. You will now be given a CS TCB Confirmation Number to uniquely identify this application. Please make a note of it as it will be required to enter additional exhibits to this application through the upload facility. Of course, you can always email them to us if you forget the number or call to ask us what the number is. The files upload dialog also appears and you can upload up to ten files at this point. Each file is identified as to type and the most common types are preselected for you. You can change the types to match the actual exhibits that you are uploading. Only files smaller than 4MB can be uploaded. An attempt to upload a file greater than 20MB will trigger security features and result in a page error.

Curtis-Straus TCB

FCC/TCB Equipment Authorization

CS TCB Confirmation Number: CS01060 Please make a note of it.

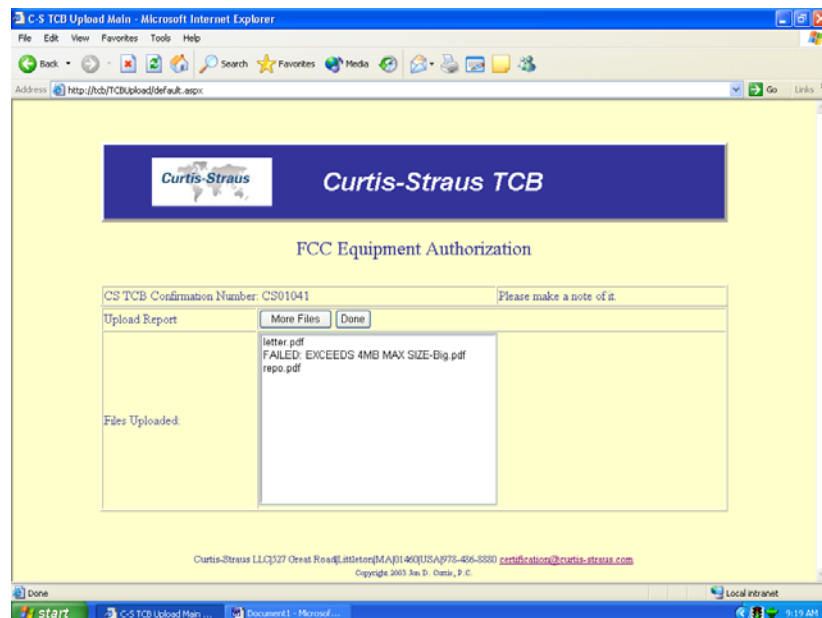
ID	Label	Select Files to Submit (pdf preferred)
	Form 731	<input type="text"/> <input type="button" value="Browse"/>
	Test Report	<input type="text"/> <input type="button" value="Browse"/>
	Technical Descr.	<input type="text"/> <input type="button" value="Browse"/>
	Block Diagram	<input type="text"/> <input type="button" value="Browse"/>
	External Photos	<input type="text"/> <input type="button" value="Browse"/>
	Internal Photos	<input type="text"/> <input type="button" value="Browse"/>
	Test Setup Photos	<input type="text"/> <input type="button" value="Browse"/>
	Schematics	<input type="text"/> <input type="button" value="Browse"/>
	Label	<input type="text"/> <input type="button" value="Browse"/>
	Manual	<input type="text"/> <input type="button" value="Browse"/>

Submit Files:

Curtis-Straus LLC 527 Great Road Littleton MA 01460 USA (978) 486-8880 certification@curtis-straus.com
Copyright 2003 Jim D. Curtis, P.E.

8. Click continue and observe the response once the files are uploaded. All files successfully uploaded appear in the dialog box. Please confirm that all files were uploaded. Note that an error

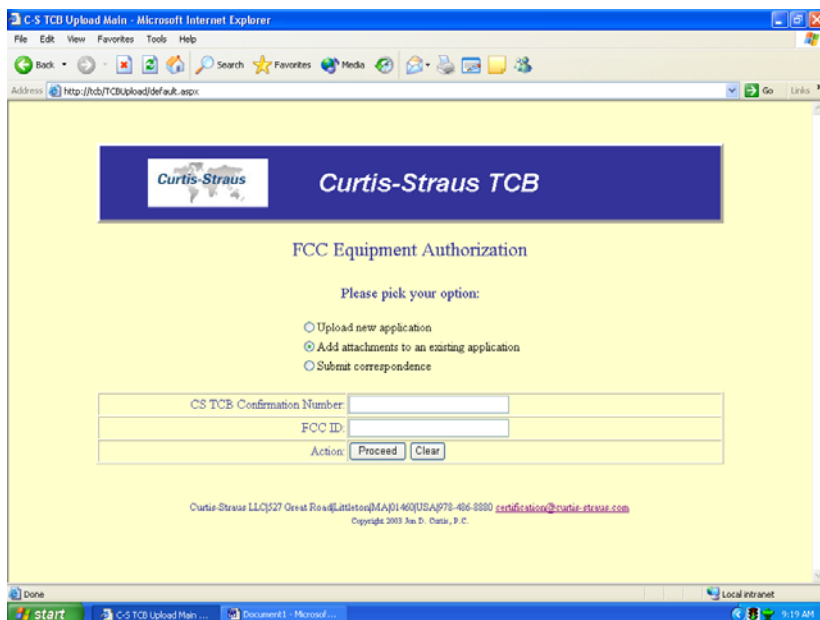
will be generated for individual files greater in size than 4MB. The FCC does not accept files larger than 4MB and prefers files to be smaller than 3MB.



9. Click "More Files" if you have more to upload or "Done" if you are finished uploading files.
10. You will receive an email notification of your initial application filing and one email for each file upload session used.

Add attachments to an existing application

1. Select the Add Attachments Option



2. Type in the previously supplied CS TCB confirmation number. This is a "CS" followed by six digits. Type in the FCC ID.

3. If you have supplied a valid CS number/FCC ID pair, you will be directed to the file upload screen and allowed to upload additional exhibits.

Submit Correspondence

1. Select the Submit Correspondence Option.
2. Type in the previously supplied CS TCB confirmation number. This is a "CS" followed by six digits. Type in the FCC ID.
3. If you have supplied a valid CS number/FCC ID pair, you will be directed to correspondence screen.

The screenshot shows a web browser window titled "C-S TCB Upload Main - Microsoft Internet Explorer". The address bar shows "http://hdy7CBUpload/default.aspx". The page has a blue header with the "Curtis-Straus" logo and "Curtis-Straus TCB". Below the header, the text "FCC Equipment Authorization" is centered. The form contains the following fields:

- CS TCB Confirmation Number: CS01040 (with a note "Please make a note of it.")
- To: certification@curtis-straus.com
- From: jcurtis@curtis-straus.com
- Subj: BGH67HIGHWAY
- Body: A large text area for entering correspondence.
- Action: Send Clear

The Windows taskbar at the bottom shows the "start" button and several open applications, including "C-S TCB Upload...", "Document1 - M...", "TCBUpload - M...", "Internet on K...", "TCBUpload", "MySQL Control...", and "Local intranet". The system clock shows "9:41 AM".

4. Enter your correspondence and click "Send". Your entry will be forwarded via email to the certification department.

Comments or questions

Please email us at certification@curtis-straus.com to ask questions or to offer comments about the site.